# Incorporated document changes video transcript

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00:00:00.195 --> 00:00:02.815

In this video, we will demonstrate how changes

1

00:00:02.955 --> 00:00:06.655

to incorporated documents of a planning scheme can be made

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00:00:06.655 --> 00:00:09.855

through an amendment using functionality available in the

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00:00:09.855 --> 00:00:11.055

amendment tracking system.

4

00:00:12.175 --> 00:00:14.425

When updating the incorporated documents

5

00:00:14.425 --> 00:00:15.425

of a planning scheme,

6

00:00:15.925 --> 00:00:18.905

use the incorporated documents change tool to add

7

00:00:19.005 --> 00:00:20.345

or remove documents.

8

00:00:21.565 --> 00:00:24.745

Update the ordinance using the ordinance change tool

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00:00:24.925 --> 00:00:26.105

and the authoring system.

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00:00:27.265 --> 00:00:30.885

Now let's use the incorporated documents change tool to add

11

00:00:31.025 --> 00:00:35.065

and remove documents from the amendment details page

12

00:00:35.285 --> 00:00:37.145

and whilst on the next steps tab,

13

00:00:37.765 --> 00:00:41.625

select the tile label Change Incorporated documents clicking

14

00:00:41.685 --> 00:00:45.485

to open with the incorporated documents changes.

15

00:00:45.675 --> 00:00:48.445

Page loaded proposed changes can be added.

16

00:00:49.495 --> 00:00:52.245

Users have the option to add a new single document,

17

00:00:52.745 --> 00:00:55.325

add multiple new documents, or remove a document.

18

00:00:56.475 --> 00:00:58.885

Guiding text is available if needed.

19

00:00:59.945 --> 00:01:01.215

After adding a change,

20

00:01:01.705 --> 00:01:04.455

additional changes can be added prior to saving.

21

00:01:05.575 --> 00:01:07.875

To add a new single incorporated document,

22

00:01:08.455 --> 00:01:09.915

select the add new option.

23

00:01:10.865 --> 00:01:12.335

There is the option to link

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00:01:12.335 --> 00:01:15.215

to a document already existing in another planning scheme.

25

00:01:16.075 --> 00:01:19.255

The new document can be linked via a web link.

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00:01:20.415 --> 00:01:23.475

Useful for linking to Australian standards documents.

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00:01:24.645 --> 00:01:27.385

Upload a document by dragging and dropping the file

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00:01:27.565 --> 00:01:28.745

or clicking to browse.

29

00:01:29.815 --> 00:01:31.075

We accept PD, F

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00:01:31.135 --> 00:01:35.975

and Word files as virus scanner checks the file proceed

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00:01:35.975 --> 00:01:37.655

to complete the remaining fields

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00:01:40.635 --> 00:01:43.135

as you complete the title Author, month

33

00:01:43.135 --> 00:01:44.735

and year of publication fields,

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00:01:45.195 --> 00:01:47.815

the document name will automatically populate.

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00:01:50.675 --> 00:01:52.365

Another change can be added

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00:01:53.475 --> 00:01:56.815

or select save to return to the amendment details screen.

37

00:01:57.445 --> 00:01:59.065

When proposing a change

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00:01:59.165 --> 00:02:02.465

to remove an incorporated document from the planning scheme,

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00:02:03.145 --> 00:02:05.025

a list of available documents will

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00:02:05.025 --> 00:02:06.265

be provided for selection.

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00:02:07.315 --> 00:02:09.175

The list of documents can be searched

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00:02:12.775 --> 00:02:15.315

to add multiple new documents at the same time.

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00:02:15.735 --> 00:02:17.315

Follow the onscreen guidance.

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00:02:18.515 --> 00:02:21.445

It's recommended to have the files already named according

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00:02:21.445 --> 00:02:23.205

to the specified convention.

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00:02:23.215 --> 00:02:24.525

Prior to uploading.

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00:02:25.565 --> 00:02:28.345

The system will verify that the file names adhere

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00:02:28.445 --> 00:02:30.305

to the required naming convention.

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00:02:31.345 --> 00:02:33.885

The virus scanner will check accepted files.

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00:02:35.085 --> 00:02:38.445

Onscreen alerts will prompt when a document file name does

51

00:02:38.445 --> 00:02:41.205

not adhere to the specified naming convention

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00:02:41.705 --> 00:02:43.805

or contains unaccepted characters.

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00:02:45.025 --> 00:02:46.785

Brackets located within the title

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00:02:47.085 --> 00:02:50.385

or special characters such as a comma will not be accepted

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00:02:51.455 --> 00:02:52.715

to correct a file name.

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00:02:53.085 --> 00:02:56.115

Click the rename file icon, update the name

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00:02:56.175 --> 00:02:58.845

and confirm. Continue to update

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00:02:58.845 --> 00:03:00.605

The the file names as needed.

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00:03:01.835 --> 00:03:05.175

The save button will be available once all files have been

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00:03:05.455 --> 00:03:07.135

accepted and virus scan complete.

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00:03:08.635 --> 00:03:11.525

Once the changes are processed, you will be returned

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00:03:11.525 --> 00:03:13.325

to the amendment details screen.

63

00:03:14.365 --> 00:03:16.225

You can navigate away from the page.

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00:03:19.425 --> 00:03:22.425

A listing of proposed changes can be viewed under the

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00:03:22.425 --> 00:03:24.705

incorporated document instructions tab.

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00:03:25.725 --> 00:03:28.705

It shows the document name, action being proposed,

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00:03:28.845 --> 00:03:30.505

and a link to download the file.

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00:03:31.665 --> 00:03:33.205

Any files that have been uploaded,

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00:03:33.435 --> 00:03:35.965

including any files submitted to the department

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00:03:35.965 --> 00:03:39.485

with other forms can be found under the attachments tab.

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00:03:41.565 --> 00:03:43.125

Proposed changes can be updated

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00:03:43.225 --> 00:03:46.205

by selecting the change incorporated documents tile.

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00:03:48.615 --> 00:03:51.705

Each proposed change can be expanded to see the options

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00:03:52.225 --> 00:03:54.505

enabling a file to be replaced with a new version.

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00:03:55.165 --> 00:04:00.135

Or if the document name needs updating, continue

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00:04:00.135 --> 00:04:02.135

to make further updates as needed.

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00:04:03.575 --> 00:04:06.695

Clicking on the delete icon will remove the proposed change.

78

00:04:08.305 --> 00:04:10.385

Remember to select Save to Process changes

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00:04:11.695 --> 00:04:13.555

key reminders when proposing changes.

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00:04:13.735 --> 00:04:16.315

To incorporated documents of a planning scheme,

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00:04:17.335 --> 00:04:20.475

use the incorporated documents change tool to add

82

00:04:20.535 --> 00:04:21.635

or remove documents,

83

00:04:22.765 --> 00:04:26.465

and also update the ordinance using the Ordinance Change

84

00:04:26.575 --> 00:04:28.065

Tool and authoring system.

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00:04:29.795 --> 00:04:33.175

For further support, contact the team at Planning Support at

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00:04:33.495 --> 00:04:35.655

Transport vic gov au.